Dunwoody Elected and Appointed Official Planning Training Meeting 1 – Thursday February 12, 2009 The Terraces Office Building, South Terraces Building 115 Perimeter Center Place, Atlanta GA 30346

DRAFT Agenda

Welcome & Introductions

6:00pm - 6:15 pm

Planning 101

6:15 pm - 7:15 pm

Most planning commissioners are not professional planners and are unfamiliar with the history, nature, concept and process of planning in Georgia and the Atlanta Region. This session will provide participants with a background on the process of and constraints on planning in Georgia and the Atlanta Region.

- Why communities plan
- Planning tools
 - o The Comprehensive Plan
 - o The Zoning Ordinance
- Role and responsibilities
 - o Staff
 - o Planning Commission
 - o Board of Zoning Appeals
 - o Elected officials
 - o Community Council
- Regional Players in Planning
 - o ARC
 - o DCA
 - o MARTA
 - o GRTA

Discussion and Q & A

7:15 pm - 7:30 pm

Stretch Break 7:30 pm – 7:45 pm

Conducting a Meeting

7:45 pm – 8:45 pm

Properly organized meetings provide the structure through which council members may debate an issue and come to the decisions that are necessary to manage the related affairs of a local community. A meeting that is well organized will be more productive, more efficient, and above all, more businesslike and effective than a meeting that is unorganized. This session will educate the participant about how to conduct a meeting considering actions to be taken before, during and after the meeting. Components of this session should include, but are not limited to:

- o The agenda and minutes
- o Effective time management
- o The role of the chairperson
- o The open meetings law (GCA, 50-14-1)
- o Public participation
- o Robert's Rules of Order overview
- o The media
- O Verbal vs. nonverbal behavior
- o Meeting with applicants

Dunwoody Elected and Appointed Official Planning Training Meeting 2 - Tuesday February 17, 2009 The Terraces Office Building, South Terraces Building 115 Perimeter Center Place, Atlanta GA 30346

Welcome & Introductions

6:00pm - 6:15 pm

Legal Foundations of Planning and Zoning I

6:15 pm - 7:30 pm

- Constitutional foundations for Planning and Zoning
- Constitutional limitations of Planning and Zoning
- Critical Constitutional Concepts
 - o Due process
 - o Equal protection
 - Takings
 - o Eminent domain
- The Legal Framework of Planning and Zoning in Georgia
 - o GPA
 - o ZPL
 - o ZPRP (Steinberg Act)
 - o Conflict of interest in zoning actions
 - o Georgia Development Impact Fee
 - o Financing statutes/laws (i.e. TADs)
 - o Sign ordinances
- Guhl factors
- Staying out of trouble
- Board/commissioner liability

Discussion and Q & A

Dunwoody Planning process 101

- The development review process
- Departments involved and flow of application
- Community Boards and Commissions
- The final product

7:30 pm - 7:45 pm

7:45 pm - 9:00 pm